TRANSMITTAL SLIP | DATE 24 July

TO:

ROOM NO. | BUILDING

REMARKS:

FROM:

ROOM NO. | BUILDING | EXTENSION

(47)

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

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24 July 1984

MEMORANDUM FOR: Curriculum Committee

FROM: [   ]   25X1

Assistant Director of Training for Curriculum

SUBJECT: Curriculum Committee Agenda - 31 July 1984

1. The next meeting of the Curriculum Committee is
scheduled for 0900 on Tuesday, 31 July. The Agenda is:

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0900 - 0915	CBT Activities
0915 - 0930	Advanced Management Course
0930 - 1100	Consideration of curriculum categories, course categorization strawman, new course checklist, and zero-based curriculum review	The Group

2. It may be that we will not have enough time to finish
our discussions of all the issues listed between 0930 - 1100,
but let's move the process along. Attached is a computer-run of
current and scheduled OTE courses. The categorization and
statistical break-down are mine--shared only with Messrs. [   ]   25X1
[   ] Feel free to critique and to make changes. You have   25X1
already received concept papers on the New Course Checklist and
zero-based review. If we have time, we will also discuss these.

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Attachments

Downgraded to UNCLASSIFIED
when removed from attachments.
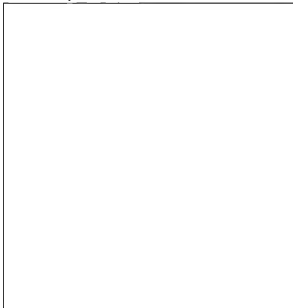
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SUBJECT: Curriculum Committee Agenda - 31 July 1984

Distribution:
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2
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FILE: TITLE MEMO A COMPUTER CENTER

Categories : Orientation = O   General Skills = GS
Specialized Skill = SS   Brookening = B
Management = M
Substantive = Su

COURSE TITLE	UNIT	COURSE NUMBER	Directorate	Cat
Acquisition Management for CIA Tech Pers	MAT	1012236	C	SS
Administrative Directorate Trends & Highlights	IT	1005220	A	O
Administrative Procedures	MAT	1005219	C	SS
** Administrative Techniques	MAT	1015457	C	GS
ADP Seminar	ISC	1015458	C	GS
Advanced AIM	ISC	1015459	C	SS
Advanced Intelligence Seminar	IT	1005218	C	B
~~Advanced Management Seminar~~	~~MAT~~	~~1015460~~		
Agency Orientation & Office Procedures	MAT	1015460	C	O
AIM Administrators Course	ISC	1015462	C	SS
AIM and Host Base Word Processing Systems	ISC	1014220	C	SS
Analysis Support Course	IT	1013666	I	SS
Analysis Training Course for DDI CT'S	IT	1012124	I	SS
Artificial Intelligence Seminar	ISC	1015463	C	B
Automated Information Management, Intro to	ISC	1012219	C	SS
Briefing Techniques Course	MAT	1012042	C	GS
CAMS2 Language & Functions	ISC	1015464	C	SS
Career Trainee Development Course	IT	1012156	C	O
** Career ~~Development~~ TRANSITIONS	MAT	1015465	C	SS
China Familiarization	IT	1005210	C	Su
CIA Financial Systems	MAT	1005209	C	SS
CIA Today & Tomorrow	IT	1005207	C	O
Communism in a Contempory World	IT	1012237	C	Su

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Correspondence Workshop		MAT	1015466	C	SS
Counseling Course *Supervisory*		MAT	1008671	C	M
Counseling Workshop		MAT	1012297	C	M

Defense Economics Course		ISC	1012288	I	Su

PAGE 2

Defense Industries Course		IT	1005204	I	Su

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~~DESIST Data Base Administrators Course~~		ISC			
DESIST for Users		ISC	1015468	C	S:
~~DESIST Instructor Training~~		ISC	1015469		
DESIST Packages		ISC	1015470	C	SS
Do Economic Collection		IT	1010806	O	S:
Domestic TDY Travel Workshop		MAT	1008739	C	S.
Econometrics		ISC	1012291	I	Su
Economics for Supervisors		IT	1012350	I	S
Effective Employee		MAT	1005202	C	G
Effective Oral Presentation		MAT	1015445	C	6:
Elint Orientation		IT	1013479	I	S
Essentials of Writing		MAT	1014102	C	G
EXEC Language		ISC	1012238	C	S
Executive Development: Electives		EDS	each elective will be coded individually		
Executive Development Core Course		EDS	1014717	C	
Field Administration		MAT	1005198	A	:

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Freedom of Information/Privacy Act Seminar	MAT	1012060	C	S!
Fundamentals of PL/I	ISC	1012242	C	6s
Fundamentals of VM	ISC	1012220	C	6!
~~Fundamentals of VM (self-study)~~	ISC	~~1013345~~		
Fundamentals of Word Processing	ISC	1012035	C	6
General Accounting Systems Workshop	MAT	1015363	A	S
** Geography Workshops	MAT	1015471	C	6
Getting Your Ideas Across	MAT	1015446	C	6
GIM II User Language	ISC	1012239	C	S

PAGE 3

Gregg Shorthand Refresher	MAT	1015443	C	6.
Guidelines on Intel Activities Under E.O. 12333	IT	1012036	D	S
Host Based Word Processing	ISC	1014888	C	6
Industry Familiarization Course	IT	1012240	I	S
Instructor Systems Design Workshop	MAT	1012353	C	6
Instructor Training (part II)	MAT	1012361	C	6.
Intelligence Analysis Course	IT	1014617	I	S!
Intelligence Issues	MAT	1015472	C	E
Intelligence Process Seminar	IT	1013382	S+T	
Intelligence Successes & Failures	IT	1014936	I	Sub
Intermediate VM	ISC	1012233	C	
International Economics Course	IT	1010807	I	S
International Narcotics & Intelligence Issues	IT	1012482	I	S
Introduction to ADP	ISC	1013390	C	6!
~~*Introduction to CAMS2 (P/S) (Transition)~~	ISC	~~1014743~~		
Introduction to CIA	IT	1005186	C	

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				25X1
Introduction to Micrographics	ISC	1012037	C	G S
Introduction to SAS	ISC	1014025	C	G S
Leadership Seminar	EDS	1013465	C	M
Leadership Styles & Behavior	MAT	1005184	C	M
Logistics Information Management System 1	ISC	1015473	A	S S
Logistics Information Management System 2	ISC	1015474	A	S S
Management Development Course	MAT	1014103	C	M
Management Skills for Secretaries & Admin Assts	MAT	1015475	C	M
Managing Office Automation	ISC	1015423	C	G S
Midcareer Course	IT	1005180	C	B
				25X1
Military Analysis Course	IT	1014712	I	S
Military Analysis Survey	IT	1015366	I	S4 S
Military Operations Familiarization Course	OTD	1005179	O	S
				25X1
Modeling & Simulation Course	IT	1015453	I	G
National Warnings Course	IT	1015365	I	S4 S
New Analyst Course	IT	1013884	I	S
Nomad2 Application Development	ISC	1014061	C	G
Nomad2 Procedures	ISC	1015451	C	G S
Nomad2 Screens	ISC	1015455	A	
Office Automation Seminar	ISC	1012032	C	S
Operational Records I	IT	1012045	C	S
Operational Records II	IT	1012046	C	S

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Operations Orientation for Spouses	CID	1005176	O	O
Overseas Orientation Course	IT	1010129	C	O
Performance Appraisal Workshop	MAT	1008678	C	SS
** Personal Transitions	MAT	1015477	C	O
Professional Men's Crs: Gender-Based Awareness.	MAT	1015478	C	B
Professional Woman's Course	MAT	1012289	C	B
Program on Creative Management	MAT	1005170	C	M
Proofreading	MAT	1012179	C	6:
RAMIS Report Writing I	ISC	1012218	C	6S
RAMIS Report Writing II	ISC	1012280	C	6.
** Re-entering the Work Force	MAT	1015492	C	!
~~Reading Improvement~~	~~MAT~~	~~1012052~~		
Realizing the Potential of Agency Women	MAT/EEO	1014137	C	B
Records for Agency Personnel	IT	1012276	C	S.

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Risk of Capture Course	IT	1012055	C	S
Role of the Secretary in an Automated Office	MAT	1015442	C	1

PAGE 5

SAFE	ISC	1013339	I	S
~~SAFE Delivery 2~~	~~ISC~~	~~1015479~~		
~~SAFE Transition~~	~~ISC~~	~~1015480~~		
Scientific Wpns Intel for the Ops Officer	IT	1005166	O	
Script	ISC	1010116	C	(

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PAGE 6

** Working in Washington for CIA	MAT	1015490	C	O
Writing JCL	ISC	1012283	C	65
Xedit Training Course	ISC	1014141	C	65

* Course ending with July 84 running

** Proposed for FY-85

revised 7/5/84 LAG